

**CITY OF FRANKLIN
JOB DESCRIPTION**

Job Title: Assistant Mechanic

Department: Public Works

Appointing Authority: City Engineer

Supervisor: Public Works Superintendent

Grade Level: Per Compensation Plan Addendum to the Employee Handbook

FLSA Status: Hourly, Non-Exempt

Prepared By: Jerry Schaefer, Public Works Superintendent

Last Update: January 14, 2014

Approved By: Common Council

Date Approved: 1/21/2014

Summary:

Under general supervision performs semi skilled and skilled tasks in the maintenance and repair of city vehicles and equipment. Performs manual labor in a variety of job assignments. Work may require heavy physical exertion and may be performed in adverse weather conditions.

Essential Duties and Responsibilities:

Plan, carry out, and evaluate preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

Operate a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Test, service, and repair vehicles and mechanical equipment related to municipal services to include police, fire, sewer and water, and public works.

Repair brake systems including ABS, diesel and gasoline engines, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies, and related systems.

Perform body repair, touch up and related work.

Change and repair tires and tubes including mechanical mounting/dismounting, balancing and/or manual break down and mounting.

Evaluate status of mechanical equipment and vehicles, and schedule and/or perform needed repairs.

Conduct various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Fabricate needed parts or items from sheet metal.

Weld or solder broken parts and structural members using electric or gas welders and soldering tools.

Perform skilled diagnostic and repair procedures on standard and electronic ignition systems along with computerized fuel injection, diesel fuel systems and total vehicle electrical systems including multi-plex wiring.

Diagnose hydraulic system failures including hydraulic pumps, motors and control valve systems. Make and replace hydraulic lines and fittings.

As authorized by the Superintendent or Assistant Superintendent and/or Mechanic I, purchase equipment, parts, and supplies used for vehicle and mechanical system maintenance.

Provide emergency field assistance to disabled equipment, as needed.

Prepare and maintain maintenance records of equipment and mechanical equipment.

Plow snow and perform light equipment operator duties as required or requested.

Perform other related, similar or logical duties as assigned or required by the supervisor.

The duties listed above are ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Minimum Qualifications, Education, and Experience:

Associates Degree in automotive truck repair and 1 year of experience in the repair, maintenance and reconditioning of a variety of gasoline and/or diesel powered automotive construction and/or maintenance equipment is required. A high school diploma/GED plus 3+ years of verifiable experience as a general automotive mechanic with shop experience in the repair, maintenance and reconditioning of a variety of gasoline and/or diesel-powered automotive construction and/or maintenance equipment may be considered in lieu of the Associates Degree.

Language Skills:

Ability to read and interpret documents such as safety rules, operating maintenance, and procedure manuals.

Ability to communicate orally, in writing, and understand and follow written and oral instructions.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers.

Reasoning Ability:

Ability to establish and maintain effective relationships with employees, supervisors, vendors and the general public.

Ability to make independent judgments that have moderate impacts on the organization.

Necessary Skills and Abilities:

Thorough knowledge of automotive mechanics.

Considerable knowledge of gas and diesel engines, transmissions, hydraulics, generators, and welding; price trends, grades and quality of materials and equipment.

Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.

Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

Skill in the operation of listed tools and equipment.

Ability to establish and maintain effective preventive maintenance programs, policies and procedures.

Ability to carry out assigned projects to their completion.

Ability to diagnose faults or malfunctions to determine required repairs using engine diagnostic equipment such as computerized test equipment and calibration devices.

Supervision Received:

Works under the general supervision of the Public Works Superintendent.

Supervision Exercised:

None.

Responsibility for Public Contact:

Frequent contact requiring courtesy, discretion, and sound judgment.

Licensing and Certification:

Must possess a valid Wisconsin Class A CDL License with N endorsement. MANDATORY. After employment, employees will be required to attend city sponsored safety, health and job training seminars, i.e.; Personal Protection Equipment, Respiratory Protection, Competent Person, Confined Space Entry, Hazard Communications, First Aid/CPR, or any other course or training required by the Department of Commerce or City necessary for an employee to safely, skillfully and productively perform their job.

Tools and Equipment Used:

Motorized vehicles for mechanical testing purposes, power tools, hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, telephone; mobile or portable radio. Transportation vehicles, dump truck, pickup truck, utility truck, street sweeper, skid steer, jetter/inductor truck, front-end loader, snow removal equipment, street roller, manlift, tamper, plate compactor, saws, pumps, tar kettle, compressors, sanders, generators, stump grinder, brush chipper, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, ditch witch, brush chipper and hand tools used in the maintenance of vehicles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell. The employee is often required to walk short distances, sometimes over uneven terrain. The employee may also be required to perform strenuous tasks under varying weather conditions.

The employee must frequently lift and/or move up to 40 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration.

The noise level in the work environment is moderate, at times loud when operating tools and equipment.

Selection Guidelines:

Formal application, review and rating of education and experience, job related written test, oral interview and a reference check. A practical exam may be required.

Miscellaneous:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.